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Subject: FW: MASSMAIL MIGRATION - STAELAB July 24th-28th
Attachments: SLI MassMail Schedule July 24 - July 28.xls

-----Original Message-----

From: Thibault, Mark (DPH)
Sent: Friday, July 21, 2006 8:36 AM
To: DPH-DL - BLS-All-Staff; DPH-DL - CDC-All-Staff; DPH-DL - DFD
Cc: Daniel, James (DPH); Rego-Weathers, Alda (DPH); 'Tan, Genesis (DPH)'; Erskine, Warren (DPH); 'CAngelakis@ticbiz.com'; 'dbrockbank@ticbiz.com'; Tonks, Jason (DPH); George, Paul (DPH); Brelsfoard, Samuel (DPH); Boyd, Donald (DPH); Murray, Russ (EHS); Dickinson, Del (ITD); 'Pearce, David'; Pinardi, Jason; Curran, Tom (EHS)
Subject: MASSMAIL MIGRATION - STAELAB July 24th-28th
Importance: High

Hello,

The State Lab will be migrating to MassMail next week. Since the site has many users, we had to split the migration into 3 groups. The attached spreadsheet indicates the user and the user's respective migration date. Each migration has a 2 step process. The first step will be to move your mailbox to MassMail; this process will start at 4pm on your assigned day of the migration. We ask that all users migrating that day to logout of email by 4pm. Folks who are not migrating can still use their email. The second step will be to configure your computer for MassMail; this process will be done the following day starting at 7:30am for each of the migration groups. We ask that you do not use your email until ITS staff comes around and configures your computer for email. Folks can still use their computer, access the internet, but please do not open email until the configuration piece has been completed.. We will have several ITS staff onsite configuring computers to minimize the length of time you have to be without email. No emails will be lost. All emails will be queued and when your machine has been configured, you will have them in your inbox.

A few things to know:

1. Your password will need to conform to the new standard set by EHS, below are the minimum requirements. Complexity requirements are enforced when passwords are changed or created .ITS folks will set your DPH password and your MassMail password to be the same when your computer gets configured

***Passwords must meet the following minimum requirements:**

Not contain all or part of the user's account name

Be at least eight characters in length

Contain characters from three of the following four categories:

English uppercase characters (A through Z)

English lowercase characters (a through z)

Base 10 digits (0 through 9)

Non-alphabetic characters (for example, !, \$, #, %)

2. Once you are on MassMail you will be able to access your email from any internet connection without the need of VPN (see below)

Access to OWA 2003 is available from both the Internet and the Internal network via two separate URLs. The initial login screens are different however, once you have logged in, there is no difference in appearance or functionality.

To Access OWA 2003 via the Internet go to the following URL:
<https://owamail.state.ma.us> (*see screen prints below*)

To Access OWA 2003 from the Internal Network (MAGNet) go to the following URL:
<https://email.state.ma.us/exchange> (*see screen prints below*)

Please refer to the MassMail FAQ document
http://healthnet.dph.state.ma.us/services/ITS/massmail/procedures_faq.doc which has answers to many common questions. If the FAQ doesn't have what you are looking for, please feel free to contact the Help Desk at 617-624-5877

Thanks

Mark Thibault
Director of IT Operations, DPH
Department of Public Health
250 Washington Street
Boston, MA. 02108
Phone: 617.624.5867
Fax: 617.624.5588